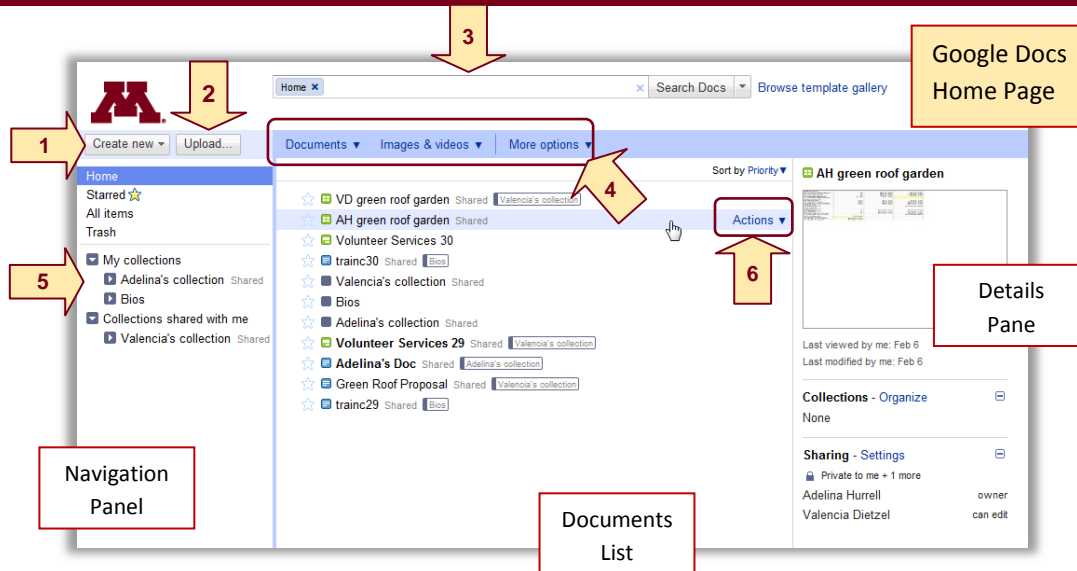


# Google Docs Quick Reference Guide

<http://sites.google.com/a/umn.edu/glearning>

Google is constantly improving its apps, so the interface may not appear exactly as depicted in this guide.



## About Google Docs

Google Docs is a suite of tools used for collaboration: **Documents, Presentations, Spreadsheets, Forms, and Drawings.** From the Google Docs Home Page you can: create **new** documents, **organize** files with collections, **search** for files, and **upload** files that were created in other applications.

## Create New Doc or Collection

1 Click **Create New** to create a new document, presentation, spreadsheet, form, drawing, or collection. Collections are similar to folders but behave like labels in Gmail.

## Upload Other Program Files

2 Click **Upload** to upload a file created in another program. You can upload any type of file for storage (storage limit is 1GB), and to share with others.

Only certain file types can be converted to a Google Doc for real-time collaboration. These include Microsoft Word, PowerPoint and Excel files, most OpenDocument files, and some PDF and image files.

## Search for Files

3 As you type in the search field, recently used docs that match your criteria will be listed in a drop-down style. You can select one to open it directly, or click Search Docs to have all relevant results listed below. If you click in a collection first, you'll only be searching within that collection. You can further narrow search results by using the **Documents, Images & Videos** or **More options** menus.

## View All Files of a Certain Type

4 Click to see only certain file types. **Forms** are listed with Spreadsheets, and **PDFs** are listed with Files.

## Organize with Collections

5 Collections in Google Docs are actually labels. One file can "reside in" many collections. Drag a file onto a collection to label it with that name.

To label several files at once, select the files in the **Documents List**, and choose **Organize** in the **Details Pane**. Select the appropriate Collection checkbox(es) and click **Apply Changes**.

## File Actions

6 To perform a variety of actions on a file, select the **Actions** menu for the file in the **Documents List**. You can **Open**, **Share**, **Add star**, **Don't show in home**, **Organize**, **Rename**, **Mark as unviewed**, **Download**, or **Move to Trash** (if you own the file) or **Remove from my Documents List** if you don't own the file. Files moved to Trash remain there until emptied.



## Save as another File Type

7 Go to **File > Download file as >** choose the file type. File types vary from application to application.

## Save a Copy of a Doc

7 Go to **File > Make a copy**. The Revision History is NOT copied over.

## Revert to an Earlier Version

7 You can revert a doc to an earlier version by going to **File > See revision history**.

## Print

7 Go to **File > Print**. The document will open as a PDF, and you can then print it from your PDF viewer.

## Sharing a Doc

8 Click **Share > Sharing Settings**. In the **Add People** text box, enter the email addresses of collaborators. Choose whether they can edit or view. Type a message if you wish to customize the email notification.

## Back Up Your Files

It is a good idea to occasionally back up your Google Docs files. Fortunately, Google Docs makes it easy! Select all the files you want to backup > Click **Download** in the Details Pane > In the Convert and Download dialog box, choose the format(s) you want to convert the files to. Click the **All Items** tab to download all files. Click **Download**. The selected files will be compressed into a zip file that you can save on your computer.